

AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Newsun, Inc. dba**  
**Internal Computer Services (ICS)**  
2910 Hungary Road  
Richmond, VA 23228  
(804) 672-1009

[www.internalcomputerservices.com](http://www.internalcomputerservices.com)

**Contract Number:** GS-35F-0315T

**Period Covered by Contract:** 2012-2017

General Services Administration  
Federal Supply Service

**Pricelist current through Modification # 14, dated 1-22-2013**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:****a. Ordering Address:**

Internal Computer Services  
Attn: Gray Blankenship  
2910 Hungary Spring Rd  
Richmond, VA 23228

**b. Payment Information:**

Unless otherwise directed by information contained in an invoice, send payment to the ordering address:

Internal Computer Services  
Attention: Accounts Payable  
PO Box 31615  
Richmond, VA 23294

c. Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(804) 672-1009

### 3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

### 4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 623399680

Block 30: Type of Contractor - B. Other Small Business

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1598268

4a. CAGE Code: 47T18

4b. Contractor has registered with the Central Contractor Registration Database.

### 5. FOB DESTINATION

As defined in accepted delivery orders or otherwise agreed in a negotiated task. Generally, for products, price includes CONUS delivery unless otherwise negotiated.

### 6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

To be negotiated between ICS and the ordering Agency.

The start of services shall be as set forth in the delivery order or as otherwise agreed in a negotiated work schedule. Estimated delivery dates for deliverable work products will be provided as requested in response to a Statement of Work.

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry

within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted. No other special discounts are offered for a. through e. below:

- a. Prompt Payment: None % - \_\_\_\_ days from receipt of invoice or date of acceptance, whichever is later Not Applicable.
- b. Quantity Not Applicable
- c. Dollar Volume Not Applicable below the Maximum Order Value
- d. Government Educational Institutions Government Educational Institutions are offered the same discounts as all other Government customers
- e. Other Not Applicable below the Maximum Order Value

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

Not Applicable to services

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** Not Applicable

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$ 100.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SIN) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

#### **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

#### **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**



If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

[www.internalcomputerservices.com](http://www.internalcomputerservices.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

#### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

#### **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

#### **26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

#### **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</b>
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**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. INSPECTION OF SERVICES**

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

**9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

**10. ORGANIZATIONAL CONFLICTS OF INTEREST****a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **16. DESCRIPTION OF IT SERVICES AND PRICING**

Internal Computer Services (ICS) was established in 1991 for the purpose of supporting customer requirements for network integration, design, and consulting services.

Over the past 15 years, ICS has provided quality professional and technical services and product sales to commercial and government customers, as evidenced by the outstanding evaluation by Open Ratings of every facet of our performance.

We are a systems integration company. We provide all related services and products to address the increasingly complex information needs of a small to medium sized business, as well as local, state and federal government.

Our facility is over 8,000 square feet, providing us with sufficient space to perform depot repair and in-house network configuration. Or if the customer prefers, we also provide a range of services at the customer site.

ICS provides all networking and integration related services, including telecom and data cabling, desktop and server setup and support, network software support, and WAN integration. We have also just added SPAM filtering as a new small business service. We specialize in network and system integration. ICS is also an Authorized Service Provider for HP/Compaq and a Dell Premier Access service provider. Our services and products include:

- Maintenance Contracts: HW, SW, & Network Support
- Contract Technicians/Staff Augmentation
- Wireless Internet (Radio + WiFi)
- Microsoft Server 2003
- HP, Compaq, Cisco, Dell Authorized
- Managed Services & Help Desk Support
- Access Database Development and Programming
- RFID
- Modeling & Simulation (M&S) Support
- Cabling (Voice & Data)
- System Integration & Network Design
- Server Maintenance & Repair
- Workstation Maintenance & Repair
- Printer Maintenance & Repair
- Web/Email Hosting
- Spam Filtering
- Virus/Spyware Removal

As a small business, ICS is always looking for ways to implement the newest technologies in a way that benefits both our new and existing customers. Because we are easily able to adapt to the ever-changing IT landscape, we are consistently able to offer our customers solutions that offer high ROI and low initial cost.

If a company or agency is in the market for a new network, or needs a large quantity of hardware in a short amount of time, it need look no further than ICS. Our staff is standing by ready to help with short turnaround times and competitive pricing. If the need is for something on a smaller scale, such as personal computer repair or single printer maintenance, our repair depot technicians are ready to help.

Our company certifications include:

- Certified Small Business DMBE SWAM #649104
- HP/Compaq Authorized Reseller and Warranty Depot
- Veteran-Owned Small Business
- Veteran Service-Disabled Sub Contractor (SDVO SBC)

Our individual engineer certifications include:

- Microsoft Certified Systems Engineer (MCSE)
- Microsoft Certified Systems Administrator (MCSA)
- Cisco Certified Network Associate (CCNA)
- Certified Novell Administrator (CNA)
- A+ Certified Technician
- Dell Premier Access Certified Technician
- HP/Compaq Certified Technician

Our NAICS Codes are:

- 518210 - Data Processing and Hosting
- 541511 - IT Helpdesk Support
- 541512 - Network and Cabling Design Service
- 541513 - Hardware Maintenance
- 541519 - Hardware and Software Maintenance
- 541611 - Management Consulting
- 541618 - Database, Wireless, and RFID
- 541990 - Modeling and Simulation (MS) Software
- 811212 - Hardware Maintenance

**ICS provides both remote and on-site service for a variety of hardware and software products. We offer reasonable rates and timely service to the Richmond, VA and surrounding areas. If a contract requires overnight travel and lodging, we will negotiate those costs with a client. For government contracts, we will use the Federally authorized per diem rates applicable for the respective location.**

**INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

<b>Labor Category</b>	<b>GSA Rate</b>
System Admin 5	\$80.91
System Admin 4	\$72.38
System Admin 3	\$63.88
System Admin 2	\$55.35
System Admin 1	\$46.84
Network Admin 5	\$72.38
Network Admin 4	\$63.88
Network Admin 3	\$55.35
Network Admin 2	\$46.84
Network Admin 1	\$42.58
Com Equip Spec 2	\$38.31
Com Equip Spec 1	\$34.06
Web Master	\$46.84
IT Security Senior Engineer	\$130.26
IT Security Junior Engineer	\$87.85
Project Task Leader	\$106.09
Database Admin Jr	\$96.99
Database Admin Sr	\$117.66
Helpdesk Sup Jr	\$31.80
Helpdesk Sup Sr	\$46.90
Telecommunication Specialist	\$77.11
Senior Technical Writer	\$97.86
Technical Writer	\$82.32

**Labor Category Descriptions for Internal Computer Services' GSA Special Item Number 132-51**

**SYSTEMS ADMINISTRATOR, LEVEL V**

Microsoft Certified Systems Engineer with Certification in Microsoft Server, Microsoft Mail and Windows operating systems. Has a minimum of 6 years experience in analyzing, designing, configuration and troubleshooting systems. A minimum of 2 of these years include planning, implementing, maintaining and supporting information systems with the Windows operating system. Is able to support Microsoft Windows and Microsoft Exchange Server, Domain Name Server, and World Wide Web Servers.

**SYSTEMS ADMINISTRATOR, LEVEL IV**

Microsoft Certified Systems Engineer with Certification in Microsoft Server, Microsoft Mail and Windows operating systems. Has a minimum of 4 years experience in analyzing, designing, configuration and troubleshooting systems. A

minimum of 2 of these years include planning, implementing, maintaining and supporting information systems with the Windows operating system. Is able to support Microsoft Windows operating systems and Microsoft Exchange Server, Domain Name Server, and World Wide Web Servers.

#### SYSTEMS ADMINISTRATOR, LEVEL III

Microsoft Certified Professional including Windows Server and Microsoft Mail. Has a minimum 3 years specialized experience in designing, configuring and troubleshooting Microsoft system problems relating to the Microsoft network environment, i.e., Network Protocol (Router, Simple Mail Transfer Protocol (SMTP), TCP/IP, IPX), Microsoft Mail, Microsoft Windows operating systems, including Active Directory along with all other versions of mail Exchange, and server Architecture, Internetworking with Microsoft TCP/IP, Microsoft Exchange Server, and Domain Name Server. Has experience in exercising systems, such as managing and issuing passwords, establishing user and group accounts and recommending and establishing file permission attributes.

#### SYSTEMS ADMINISTRATOR, LEVEL II

Microsoft Certified Professional including Microsoft Mail and Windows Products or 6 years experience in analyzing, designing, configuring and troubleshooting systems. Has experience in installing networks and exercising network security, including determining network security requirements, establishing security protocols and procedures, and maintaining the network at the prescribed level of security. A minimum of 2 years must include specialized experience working in the Microsoft Windows with versions of mail Exchange and Active Directory.

#### SYSTEM ADMINISTRATOR, LEVEL I

Microsoft Certified Professional including Microsoft Mail and Windows operating Systems with 1 year experience in analyzing, designing, configuring and troubleshooting networks. Has experience in installing networks and exercising network security, including determining network security requirements, establishing security protocols and procedures, and maintaining the network at the prescribed level of security. Experience includes work in the Microsoft Windows environment with versions of mail Exchange and Active Directory.

#### NETWORK MANAGER LEVEL V

Cisco Certified Network Associate. Has a minimum of 8 years experience spanning all the following areas. Experience includes network management responsibilities such as remote and onsite monitoring of system workloads, system hardware component installation, configuration and operation. Has provided and implemented recommendations on system changes and operational procedures needed to increase efficiency. Has installed, managed/maintained and troubleshot data network systems, including Asynchronous Transfer Mode (ATM), Gigabit Ethernet (GigE), switching, hubs, routing, protocols and LAN Emulation (LANE). Has technical expertise to accomplish surveys, analysis, evaluations and resolutions pertaining to the performance and functionality of the backbone infrastructure. Has experience in rapid detection/resolution of failures/component errors, network/system operation, routine network software/hardware installation/replacement, network database backup/restore, audit trail and ID/password administration. Has maintained configuration management in the implementation of software upgrades and has experience with Windows operating systems.

#### NETWORK MANAGER LEVEL IV

Cisco Certified Network Associate. Has a minimum 6 years spanning the following areas: Experience includes network management responsibilities such as remote and onsite monitoring of system workloads, system hardware component installation, configuration and operation. Has provided and implemented recommendations on system changes and operational procedures needed to increase efficiency. Has installed, managed/maintained and troubleshot



data network systems, including Asynchronous Transfer Mode (ATM), Gigabit Ethernet (GigE), switching, hubs, routing, protocols and LAN Emulation (LANE). Has technical expertise to accomplish surveys, analysis, evaluations and resolutions pertaining to the performance and functionality of the backbone infrastructure. Has experience in rapid detection/resolution of failures/component errors, network/system operation, routine network software/hardware installation/replacement, network database backup/restore, audit trail and ID/password administration. Has maintained configuration management in the implementation of software upgrades and has experience with Windows operating systems.

#### NETWORK MANAGER, LEVEL III

Cisco Certified Network Associate. Has a minimum 4 years experience in the following including network management responsibilities such as remote and onsite monitoring of system workloads, system hardware component installation, configuration and operation. Has provided and implemented recommendations on system changes and operational procedures needed to increase efficiency. Has installed, managed/maintained and troubleshot data network systems, including Asynchronous Transfer Mode (ATM), Gigabit Ethernet (GigE), switching, hubs, routing, protocols and LAN Emulation (LANE). Has technical expertise to accomplish surveys, analysis, evaluations and resolutions pertaining to the performance and functionality of the backbone infrastructure. Has experience in rapid detection/resolution of failures/component errors, network/system operation, routine network software/hardware installation/replacement, network database backup/restore, audit trail and ID/password administration. Has maintained configuration management in the implementation of software upgrades and has experience with Windows operating systems.

#### NETWORK MANAGER, LEVEL II

Cisco Certified Network Associate. Has a minimum 2 years experience in the following areas, including network management responsibilities such as remote and onsite monitoring of system workloads, system hardware component installation, configuration and operation. Has provided and implemented recommendations on system changes and operational procedures needed to increase efficiency. Has installed, managed/maintained and troubleshot data network systems, including Asynchronous Transfer Mode (ATM), Gigabit Ethernet (GigE), switching, hubs, routing, protocols and LAN Emulation (LANE). Has technical expertise to accomplish surveys, analysis, evaluations and resolutions pertaining to the performance and functionality of the backbone infrastructure. Has experience in rapid detection/resolution of failures/component errors, network/system operation, routine network software/hardware installation/replacement, network database backup/restore, audit trail and ID/password administration. Has maintained configuration management in the implementation of software upgrades and has experience with Windows operating systems.

#### NETWORK MANAGER, LEVEL I

Cisco Certified Network Associate. Has some experience with network management responsibilities such as remote and onsite monitoring of system workloads, system hardware component installation, configuration and operation; providing and implementing recommendations on system changes and operational procedures needed to increase efficiency; installing, managing/maintaining and troubleshooting data network systems, including Asynchronous Transfer Mode (ATM), Gigabit Ethernet (GigE), switching, hubs, routing, protocols and LAN Emulation (LANE). Has technical expertise to accomplish surveys, analysis, evaluations and resolutions pertaining to the performance and functionality of the backbone infrastructure. Some experience in rapid detection/resolution of failures/component errors, network/system operation, routine network software/hardware installation/replacement, network database backup/restore, audit trail and ID/password administration. Has maintained configuration management in the implementation of software upgrades and has experience with Windows operating systems.

#### COMPUTER EQUIPMENT SPECIALIST, LEVEL II

Has comprehensive knowledge of Microsoft Windows Server, Windows operating systems, Exchange Mail and Local Area Networks and 2 years of related experience. Also has extensive knowledge of microcomputer equipment, software and related communication devices, including network devices such as hubs, switches, routers, and CSUs/DSUs. Implements and troubleshoots all related equipment and software. Has an Associate Degree or three (3) years experience at increasingly higher levels.

#### COMPUTER EQUIPMENT SPECIALIST, LEVEL I

Has some experience in providing technical assistance and training to system users: knowledge of systems operating software and environments and 1 to 2 years of related experience. Knows microcomputer equipment and software. Troubleshoots wide area networks. Has knowledge of network devices such as hubs, switches, routers, and CSUs/DSUs. Has technical Training in the computer field.

#### WEBMASTER

Experienced in performing analytical, evaluation, management, and maintenance duties related to the Web servers. Has created and modified web site pages using software such as Microsoft FrontPage and has written some HTML code. Has worked or experimented with the latest techniques and capabilities such as video streaming, search systems, web-based collaborative applications. Has worked with web page forms and databases, and links; scripted to create pop up windows, warning banners and web logon/authentication screens. Gathers and analyzes information for Web site formation. Manages web server memory/disk storage and hard disk space allocations. Has provided/implemented recommendations on system changes and operational procedures to increase efficiency and has used graphic artist skills to enhance the Web pages aesthetic appeal.

#### IT SECURITY SENIOR ENGINEER

**Description: Maintains systems to protect data from unauthorized users. Will have extensive background in LAN/WAN support with maintaining the security of the network, hardware, software, network security, intrusion detection, web content filtering, and infrastructure planning. Technical background in Microsoft, SQL, Solaris, Oracle, Mainframe, AIX, HP-UX, and Linux. Person will have leadership responsibilities. Engineer will have 5 or more years experience in the IT network security field with certifications in Microsoft Operating systems- Microsoft Certified Professional, Server platforms and Security + , and a BA/BS Degree in Information Systems.**

#### IT SECURITY JUNIOR ENGINEER

**Description: Maintains systems to protect data from unauthorized users. Will have extensive background in LAN/WAN support with maintaining the security of the network, hardware, software, network security, intrusion detection, web content filtering, and infrastructure planning. Technical background in Microsoft, SQL, Solaris, Oracle, Mainframe, AIX, HP-UX, and Linux. Engineer will have 3-5 years experience in the IT network security field with certifications in Microsoft Operating systems and a BA/BS in Information Systems.**

#### PROJECT TASK LEADER

**Description: Candidate will have 3 to 5 years of project task management experience. Experience may be in project form, IT form or overall task leadership form. Person will supervise a small team of contractors working on specific task orders. Will direct and coordinate all projects within the given task order. Person will be in charge of scheduling, reports, communications related to the task area. Person will be in charge of communications directly with the government representative for the team. Will review all worked performed and will maintain that work is following the SOW. BS/BA or equivalent military experience.**

#### Database Administrator, Jr

Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Candidate has the ability to writes codes for database access, modifications, and constructions including stored procedures. Position requires a bachelor's degree in Computer Science, Information Technology or related area and 4-8 years of experience in the field. Candidate also has working skills of commonly-used concepts, practices, and procedures within the Database domain. Candidate has experience in industry standard database software and to be considered mid-level grouping.

#### Database Administrator, Sr

Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Candidate has the ability to writes codes for database access, modifications, and constructions including stored procedures. Position requires a bachelor's degree in Computer Science, Information Technology or related area and 8-10 years of experience in the field. Candidate also has working skills of commonly-used concepts, practices, and procedures within the Database domain. Candidate has experience in industry standard database software. A wide degree of creativity and latitude is expected. Top level experience in Oracle and other industry standard database operations.

#### Help Desk Support, Jr

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Candidate will responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Position requires an associate's degree in a related area and 1-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Microsoft operating systems and general hardware/software skills along with above average customer telephone relations are required.

#### Help Desk Support, Sr.

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Candidate will responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Position will require an associate's degree or experience equivalent in a related area and 3-5 years of experience in the field or in a related area. Candidate shall be familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Candidate will have knowledge of hardware/software plus proven customer service skills.

#### Telecommunication Specialist

This Subject Matter Expert designs, develops implements, maintains, and enhances telecommunication networks, systems and equipment, Analyzes existing networks and equipment and identifies opportunities for improvement. Develops solutions that meet business requirements. May require a bachelor's degree

and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks such as reporting on projects, assisting in cutovers and Overseeing installs. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Should have experience in working with major Telecom Service providers for voice and data requirements.

#### Senior Technical Writer

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. 10-12 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Bachelor of Science degree, work experience and or comparable military experience are educational requirements.

#### Technical Writer

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. 5-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Bachelor of Science degree, work experience and or comparable military experience are educational requirements.

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Gray Blankenship

Phone (804) 672-1009

[gray@internalcomputerservices.com](mailto:gray@internalcomputerservices.com)

Fax (804) 672-1053

## Suggested Blanket Purchase Agreement Format

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

## Signatures

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Ordering Activity

---

Date

---

Contractor

---

Date

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.